

PREAMBLE

We, the officers and members of the different departments representing our colleagues as Council of Leaders adhering to Christian principles imploring the aid of Almighty God bind ourselves to establish a society that shall embody our ideals, aspirations, and insights; to develop, cultivate and employ our mental, physical, social and spiritual aspects to the best of our abilities; to establish and strengthen the bond of brotherhood and friendship; to provide aid in the field of education, to promote social and religious work; to assist and cooperate for innovations and development, to comply with the colleague Administration, and other Organizations in line with the policies and goals of the school, do hereby ordain and promulgate this constitution.

ARTICLE I

NAME AND DOMICILE

Section 1

The name of the organization shall be known as Council of Leaders.

Section 2

The domicile of the organization shall be within the Cordillera Career Development College campus.

ARTICLE II

DECLARATION OF PRINCIPLES AND OBJECTIVES

Section 1

Section 1. The Council of Leaders of Cordillera Career Development College shall promote mutual understanding through social, civic, intellectual, recreational, and scientific programs and activities.

Section 2. The Council of Leaders shall have the following objectives:

- A. To initiate and foster brotherhood and solidarity among departmental organizations and recognize groups within Cordillera Career Development College, thus enhancing free interaction and open relationships.
- B. To serve as the umbrella organization of the different organizations and the extra and co-curricular organizations in coordination with various organizations within the school.
- C. To assist and cooperate with the school administration in line with the goal of the school where Council of Leaders participation is needed.

ARTICLE III

MEMBERSHIP

Section 1

All registered and recognized organization is automatically regular member of the Council of Leaders.



Section 2

Official recognition of membership shall be determined upon completion of the requirements imposed by the Student Services Offices and upon payment of the registration fee (100.00).

Section 3

There shall be a membership fee of (P5.00) per student from the department's total collection of their membership fee every semester.

**ARTICLE IV
DUES AND FEES**

Section 1

The following are the rules and regulations with corresponding penalties in case of violation.

| Rules and Regulations | Penalties |
|---|------------|
| A) Late submission of org. requirements | Php 100.00 |
| B) Absence during | |
| a) COL Officers Meetings | Php 100.00 |
| b) COL Officers Duty | Php 100.00 |
| C) Absences during COL activities | |
| a) Officers | Php 150.00 |
| b) Members | Php 100.00 |

Section 2

All fines and fees must be collected during the next meeting.

Section 3

In case of absence of the governor due to valid reasons, there should be one representative from the department.

**ARTICLE V
FUNDS**

Section 1

Any fund appropriated for any activity is released when the following requirements are fully accomplished or duly approved by the treasurer and attested by the COL chairman.

- a) Activity design where the budgetary requirements are specified; and
- b) Resolution approving the use of funds.

Section 2

A financial statement is to be submitted by the proponent of such activity within one week: and is to be posted on the bulletin board of the SSO or presented to the body during a COL officers meeting.

ARTICLE VI

RIGHTS AND DUTIES OF MEMBERS

Section 1

Each member organization and COL officer shall be given the right to give suggestions, grievances, and sentiments for all the affairs in Council of Leaders.

Section 2

Each member organization and COL officer shall be given the right to participate in all official activities, programs, and projects of the Council of Leaders, provided that it is following the rules of proper conduct in policies, rules, and regulations of the school and the organization.

Section 3

Each member organization and COL officer has the right to information for all the proceedings of the Council of Leaders.

Section 4

Each member organization and COL officer is given the right to information and to practice his/her rights, duties, and obligations provided in the Constitution and By-Laws of the Council of Leaders.

ARTICLE VII

DUTIES AND OBLIGATIONS OF MEMBERS

Section 1

Each member organization and COL officer must abide, uphold, and defend the constitution and By-Laws of the Council of Leaders.

Section 2

Each member organization and COL officer must participate in all meetings, programs, projects, and activities that Council of Leaders initiates and/or is involved in.

Section 3

Each member organization and COL officer should respect and abide by the decisions made by the Council of Leaders officers, which are not contrary to the policies, rules, and regulations of the school and the constitution and Laws of the Council of Leaders.

Section 4

Each member organization and COL officer must submit his/her availability and willingness to respond to the needs of the Council of Leaders.

Section 5

Each member organization and COL officer must exert his/her utmost to develop his/her potential to serve the general welfare and development of everyone.

Section 6

Each member organization and COL officer must serve as a role model, a representative, and an asset of the Council of Leaders in all places at all times.

ARTICLE VIII

COMPOSITION, ELECTION, QUALIFICATIONS AND TERM OF OFFICE OF THE SSC

Section 1. The officers of the COL are the duly elected Chairman, Vice-Chairman, Secretary, Treasurer, Auditor, Public Information Officer, Business Manager, and student organizations representatives.

Section 2. All COL elections shall be conducted school-wide every second and/or third week of August annually.

Section 3. Qualifications:

- a. Be a bona fide undergraduate student (officially enrolled) of CCDC.
- b. Must have at least one (1) year residency in college at CCDC
- c. Must not have any failing grade, WITHDRAW, or DROPPED including summer, before the filing of candidacy.
- d. Have not been subject to any disciplinary sanction.
- e. Must **NOT** be a **working student** upon filing and during the term.
NOTE: Student Assistants are not allowed to run in any position
- f. Must resign from any elected position in any accredited club/organization before filing his/her candidacy and must show proof of resignation.

Section 4. Once elected, all COL Officers shall be considered resigned and ineligible from all major elective or appointive positions in other clubs and organizations. Major elective or appointive positions shall refer to the positions of Chairman, Vice-Chairman, Secretary, Treasurer, Auditor, Public Information Officer, and Business Manager, including Editor-in-Chief, Managing Editor, and Associate Editor of the School Paper or Publication.

Section 5. The officers of the COL shall hold office for one academic year.

ARTICLE IX

DUTIES AND RESPONSIBILITIES OF COL OFFICERS

Section 1

Duties and responsibilities of the Chairman

1. To emanate authority over the Council of Leaders.
2. To supervise the officers in the discharge of their respective functions and duties.
3. To call and preside over all regular and special meetings of the Council of Leaders.
4. To call the general assembly to the Council of Leaders.
5. To implement laws, policies, regulations, and programs with the help of the officers of the Council of Leaders.



Section 2

Duties and responsibilities of the Vice-Chairman

1. To assume the duties and responsibilities of the Chairman in his/her absence, temporary disability, or incapacity.
2. To organize special activities upon the approval of the Chairman.
3. To exercise other powers delegated to him/her by the Chairman.
4. To establish committees for the delegation of certain tasks in the Council of Leaders.

Section 3

Duties and Function of the Secretary:

1. To ensure the meetings are effectively organized and minuted.
2. To be the custodian of the records of meetings and to be responsible for the safekeeping of all the records and documents of the Council of Leaders.
3. To exercise other powers delegated to him/her by the Chairman.

Section 4

Duties and Function of the Treasurer

1. To be the monetary custodian of the Council of Leaders.
2. To disburse the funds only after the authorization of the Chairman.
3. To keep the financial records that shall be made available for inspection by the Auditor.
4. To exercise the powers delegated to him/her by the Chairman.

Section 5

Duties and function of the Auditor

1. To examine and audit the expenditure of the Council of Leaders.
2. To countersign all financial transactions to be made available by the treasurer.
3. To check the validity of all monetary collections being made by an Officer.
4. To prepare an expenditure report of the amount recorded from the treasurer and approved by the Chairman.
5. To exercise other powers delegated to him/ her by the Chairman.

Section 6

Duties and Function of the Public Information Officer:

1. assist the secretary with the information dissemination of notices regarding meetings and announcements.
2. To serve as the medium link between the Organization Officers and the Members of the Council of Leaders.
3. To be responsible for any kind of press and to be responsible for informing the members of the organizations and the Council of Leaders of all activities and programs.
4. To exercise other powers delegated to him/ her by the Chairman.



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ARTICLE X

MEETINGS

Section 1

The Council of Leaders and members shall have at least twice a semester assembly meeting to be scheduled every September & December for 1st semester and January & May for the 2nd semester.

Section 2

Regular meetings of the Council of Leaders Officers shall be at least twice a month to be scheduled during the first Monday and last Thursday of the month.

Section 3

A meeting is known if it has a quorum.

Section 4

No meeting shall be conducted without a quorum unless the body agrees to a caucus meeting.

Section 5

COL office shall be utilized for meetings and forums by the different departments.

Article 6

COL office shall be used and utilized by every department officers only.

ARTICLE XI

COMMISSION ON STUDENT ELECTIONS

Section 1. The Commission on STUDENT Elections, herein referred to as the COL COMSELEC, shall be established within forty-five (45) days before the day of the election.

Section 2. The COL COMSELEC shall be the only agency that will manage the electoral process, including the campaign.

Section 3. The COL COMSELEC shall be composed of eleven (10) members represented by each Department who do not have a vested interest in the election, or in any way related to any of the candidates, and who shall select a chairperson among themselves.

Section 4. The composition of the members shall be two (2) from each department.

Section 5. The member of the COL COMSELEC shall be appointed by the Adviser of the COL.

Section 6. The COL COMSELEC shall have the following duties and responsibilities:

- a. Conduct fair, honest, and systematic elections;
- b. Validate the electoral proceedings and result;
- c. Accept or revoke candidacy;
- d. Proclaim the new set of officers;
- e. Keep all pertinent election papers/documents;
- f. Decide upon protest relative to the conduct and result of the elections;
- g. Prepare and distribute the necessary election paraphernalia, certificate of candidacy forms, and other election-related materials before, during, and after the election; and,
- h. Disqualify candidates who have violated any of the guidelines, which have been promulgated.

**ARTICLE XII
IMPEACHMENT, RESIGNATION, AND VACANCIES**

Section 1. The officers of the COL may be impeached on the following grounds:

- a. Culpable violations of the Constitution and By-Laws;
- b. Gross misconduct, violence to a person in authority, negligence, and disloyalty to the cause of the COL and the school;
- c. Non-attendance in regular and special meetings four (4) times without valid cause; and,
- d. Abuse or misuse of power and authority.

Section 2. A two-thirds ($\frac{2}{3}$) vote of the General Assembly shall be necessary to decide after hearing a case of impeachment.

Section 3. The decision of the General Assembly shall be final. However, the officer charged shall be informed twenty (20) days before his/her impeachment case proceedings, of the charge/charges and against him/her, to afford him/her the opportunity to be heard with or without a counsel in his/her defense.

Section 4. Resignation of an elected officer shall be in writing and shall take effect five (5) days after the approval of the COL officers.

Section 5. Resignation of an appointed officer shall be in writing and shall take effect immediately after the approval of the appointing authority.

Section 6. Any vacancy in any of the positions for the reason of death, resignation, or impeachment, shall be filed, subject to the recommendation of the COL.

Section 7. Any vacancy in the COL, except the position of the Chairman, shall be filled within ten (10) days from the day the position is rendered or considered vacant, by appointment of the Chairman from among the qualified members of the COL. Immediately upon appointment, the appointee shall serve the remaining period.

Section 8. The COL COMSELEC shall certify as to the vacancy occurring in the COL and the COL Adviser shall certify the fact of appointment of the officer to the vacant position.

**ARTICLE XIII
AMENDMENTS**

Section 1. This Constitution and By-Laws may be amended or modified in full or in part by majority votes of all officers at a regular or special meeting called for a purpose.

Section 2. The Cordillera Career Development College COL Officers and members may propose amendments. Such a proposal shall be carried through a resolution duly signed and concurred by a majority vote of the Cordillera Career Development College COL officers and members.

Section 3. Proposed amendments shall be transmitted to the Student Affairs Services at least one (1) month before the holding of the National Leadership Training for Council of Leaders Officers or any national conference organized for the purpose, where the same shall be submitted for consultation, discussion, and deliberation.

Section 4. Amendments to this Constitution and By-Laws shall take effect immediately upon approval of elected COL officers.




**ARTICLE XIV
APPROVAL AND EFFECTIVITY**

This constitution and by-laws shall be declared effective and enforced upon notification following its provision.

Adopted and ratified this 20th day of September 2023 by all officers whose printed names and signatures are affixed here under.


Ratified and adopted by:


ARCADIO W. MIGUEL II
Chairman


CHARLES LOYD W. PALKIT
Secretary


MARK JANZENT T. SEGUNDO
Auditor


JANDEL KURT B. PALENG JR.
Vice-Chairman


GRACELYN D. SANGGOY
Treasurer


CLARISELLE FE B. GUZMAN
P.I.O.